



City of Seattle
Seattle Fire Department

February 28, 2017

RE: Changes to the City's Plan Submittals Process and Permitting Systems

Dear Seattle Fire Department Plan Review Customer,

This letter is to advise you that the Seattle Department of Construction and Inspections (SDCI) has notified the Seattle Fire Department that they are moving to fully electronic plan submittals this spring. The requirement for e-plan submittals will apply across the board to all permit types. This means e-plan submittals will be required for architectural plans as well as shop drawings for sprinklers, fire alarms, and other fire protection systems if plans submittal is required as part of the SDCI permit process. SDCI requests that customers switch to e-plan submittals as soon as possible. Customers submitting plans for fire alarms and sprinklers will be required by SDCI to submit e-Plans as of April 1, 2017.

An approved/stamped paper copy of the plans must still be maintained at the job site for City inspectors including SFD inspectors to review. This plan must be printed in color so that City comments are readily recognizable.

Standards for submittal of e-plans for fire protection systems are very similar to those for SDCI and are available on our website as Client Assistance Memorandum #5002 on our website here: <http://www.seattle.gov/fire/FMO/firecode/cam/default.htm>.

The SDCI Applicant Services Center is available to help customers set up an account in the online building permit system ("Hansen system") so that customers can submit plans electronically. For more information, please visit the SDCI Applicant Services Center in person, call them at 206-684-8850, or visit their website:

<http://www.seattle.gov/dpd/aboutus/whoweare/applicantservicescenter/default.htm>

In addition, SDCI has notified the Seattle Fire Department that they are replacing their online building permit system with new software called Accela later this spring. There will be enhancements that are intended to improve the customers' experience, and SDCI plans to make the transition as simple and easy as possible for customers, for example automatically creating accounts in Accela for customers who have accounts in Hansen. The Accela system is

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intended to be rolled out during Q2 2017. It will not be possible to review paper plans in Accela, which is why SDCI is moving to e-plans now. If you have a paper plan in the review queue that has not completed review by the time Accela "goes live", you may be asked to upload an electronic plan set so that the review can be completed. For these reason, we encourage customers to begin submitting by e-plan at your earliest convenience.

For more information, see the SDCI website:

<http://buildingconnections.seattle.gov/2016/12/01/were-updating-our-permitting-system-in-early-2017/>

Very truly yours,

A handwritten signature in black ink, appearing to read 'Ch Cordova', with a long horizontal stroke extending to the right.

Assistant Chief Charles Cordova
Fire Marshal

Enclosure

CC:kg;jlh